



## UNPAID INTERNSHIP DESCRIPTION

### INTERNSHIP HOST INFORMATION

**State Department / Agency:** Department of Civil Service Commission

**State Division / Office:** Office of Human Resources Department of Education

**Location of Internship:** Lansing

### INTERNSHIP SCHEDULE

**Internship Time Period:** All Semesters

**Internship Hours Requested Per Week:** 16-24

### PREFERRED EDUCATION

**Major / Minor:** Human Resources

**Level of Education:** Open to Undergraduates and Graduates

**Preferred Skills / Qualifications:**

- Knowledge of and/or experience in Human Resources.

**Through this internship, student intern will develop or further strengthen the following competencies:**

<input checked="" type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards

### INTERNSHIP DESCRIPTION

**Internship Title:** Human Resource Intern

**Intern Responsibilities / Projects:**

- Develop and monitor and analyze new employee surveys (2 weeks, 3 months, and 6 months).
- Performance Management reports – monitor plan and review due dates. Contact managers and supervisors to obtain updates on the progress of plans and reviews.
- Research website to locate information for populating the Human Resource Director's Quick reference tool.
- Develop and maintain spreadsheet for employees who are on Plan A and Plan C.
- Assist with redevelopment of New Supervisor Training.
- Assist with populating employee position descriptions on line.

### APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:  
[MCSC-CareerServices@michigan.gov](mailto:MCSC-CareerServices@michigan.gov) or 517-373-7690 (fax).